



DEPARTMENT OF THE ARMY
HUNTSVILLE CENTER, CORPS OF ENGINEERS
P.O. BOX 1600
HUNTSVILLE, ALABAMA 35807-4301

REPLY TO
ATTENTION OF:

CEHNC-MMRP-CX

APR 21 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Essential Personnel and Personnel Limits in
Conventional Munitions and Explosives of Concern (MEC) Exclusion
Zones, Military Munitions Response Program (MMRP) Center of
Expertise (CX) Interim Guidance Document 04-01

1. PURPOSE: This procedure:

a. Defines who are essential personnel for performing tasks
within the exclusion zone (EZ) during conventional MEC
procedures.

b. Provides procedures for authorized visitors in the EZ
during MEC procedures.

c. Limits the number of authorized Department of Defense
(DOD), Department of the Army (DA), U.S. Army Corps of Engineers
(USACE), and other visitors performing tasks inside the
exclusion zone to a maximum of 2 at any given time during MEC
procedures.

d. Any deviation from this guidance will require submission
of a waiver request to the CX. The CX will coordinate such
requests with the appropriate offices.

2. APPLICABILITY: This guidance is applicable to the MMRP
Design Centers, Major Subordinate Commands (MSCs), and
designated Removal Districts performing conventional MMRP MEC
procedures.

3. REFERENCES:

a. DOD 6055.9-STD, Ammunition and Explosives Safety
Standards (Re-write), 13 Dec 2002, with Rev 4, 5 Jan 2004.

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b. Office of the Under Secretary of Defense Memorandum, subject: Definitions Related to Munitions Response Actions, 18 December 2003.

c. DA PAM 385-64, Army Ammunition and Explosives Safety Standards, December 1999.

d. ER 385-1-95, Safety and Health Requirements for Ordnance and Explosives (OE) Operations, 16 June 2003.

e. EP 385-1-95a, Basic Safety Concepts and Considerations for Ordnance and Explosives Operations, June 2001.

f. EP 1110-1-18, Ordnance and Explosives Response, April 2000.

4. DEFINITIONS:

a. Essential Personnel - USACE and contractor project personnel necessary for the safe and efficient completion of field operations conducted in an EZ. This is limited to: contractor work team members including the Unexploded Ordnance (UXO) Safety Officer (UXOSO), UXO Quality Control Specialist, Senior UXO Supervisor, and a USACE Ordnance and Explosives (OE) Safety Specialist.

b. Authorized Visitors: DOD, DA, USACE, or other personnel (MMRP-CX, Department of Defense Explosives Safety Board, HQ Safety, etc.) conducting project or mission related functions, e.g., Quality Assurance Representatives (QAR's), safety and quality inspectors (including geophysicists performing quality assurance functions), and project management. Authorized visitors must be escorted while in the EZ and be approved for entry into the EZ in accordance with this guidance. No more than 2 authorized visitors will be permitted in the EZ at any given time.

c. Personnel Limits - The maximum number of personnel that may be in the EZ at any one time. This includes essential personnel as defined above, plus 2 authorized visitors.

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d. Exclusion Zone - A safety zone established around a MEC work area where MEC procedures are being conducted.

e. MEC Procedures - Procedures which include, but are not limited to, the following actions performed by a UXO-qualified individual:

(1) Gaining access to (manual excavation) and identifying subsurface anomalies and assessing the condition of buried MEC.

(2) Identifying and assessing the condition of surface MEC.

(3) Recovering and making final disposal of all MEC.

5. EXPLOSIVES SAFETY POLICY:

a. In accordance with references 3.a and 3.c, it is DOD and DA policy to limit the exposure of a minimum number of persons, for a minimum time, to the minimum amount of ammunition and explosives (i.e., MEC) consistent with safe and efficient operations.

b. Reference 3.c provides the following discussion concerning personnel limits:

(1) Tasks not necessary to the operation will be prohibited within the immediate area of the hazard produced by the operation. (For USACE MMRP projects, multi-discipline and multiple MEC project teams performing tasks required to execute the project may be in the exclusion zone while MEC procedures are being performed as long as minimum team separation distances are maintained.)

(2) Personnel limits, to include authorized visitors, will be clearly posted for each operation and must not be exceeded during the operation. (For USACE MMRP projects, personnel limits are based on the approved work plan designating the number and types of work teams that may be required to complete the field operations.)

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(3) Personnel not needed for the operation will be prohibited from visiting. (For USACE MMRP projects, essential personnel and authorized visitors, as defined in this guidance may visit the EZ while MEC procedures are being conducted.)

c. References 3c and 3d require the contractor to establish an EZ around each work area where MEC procedures are being performed. The EZ is established to protect non-essential personnel from the damaging effects of blast overpressure and fragmentation should an unintentional detonation occur. The EZ will be delineated in the approved work plan, Explosives Siting Plan, and Explosives Safety Submission.

6. RESPONSIBILITIES

a. Authorized visitors will obtain written approval from the executing district's Safety and Occupational Health Office (SOHO).

b. Project team members listed in the Quality Assurance Surveillance Plan (QASP) do not require additional SOHO approval. They will be considered as authorized visitors when performing assigned quality assurance functions. If a QASP is not available, or personnel are not listed in the QASP, SOHO approval is required.

c. The contractor is responsible for considering all explosives safety policies and principles when making determinations regarding EZ operations and personnel limits.

d. The contractor is responsible for posting personnel limits and ensuring all personnel are aware of and comply with the posted limits.

e. All personnel entering, or working in exclusion zones are responsible for ensuring personnel limits are not exceeded.

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7. REQUIREMENTS AND PROCEDURES:

a. All requests for approval as an authorized visitor for entry into the EZ during MEC procedures will be submitted through the Project Manager to the executing district's SOHO for approval. An exception to this is provided in paragraph 6.b. above. All visitor authorization requests will:

(1) Describe the purpose of the visit and the tasks to be performed.

(2) Explain why the tasks must be performed during MEC procedures.

(3) Specify whether the visit will be a single visit or one in a series of visits.

(4) State the frequency of visits and time required to perform the tasks.

b. The on-site UXOSO will ensure:

(1) The documentation approving authorized visitors is reviewed for adequacy based on this guidance and the tasks to be performed. This documentation will become part of the project file.

(2) Non-essential personnel, which include unauthorized visitors, are prohibited within the exclusion zone where MEC procedures are being performed.

(3) All authorized visitors are provided a safety briefing prior to entering the EZ and a UXO qualified escort regardless of their qualifications.

(4) Posted personnel limits are not exceeded while MEC procedures are being conducted. If more than the posted number of personnel are in the exclusion zone while MEC procedures are being performed, MEC procedures must cease and the required number of personnel must leave before they may continue

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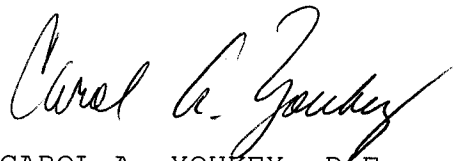
(5) Personnel limits are posted at or near the contractor's on-site office. As a minimum, the limits should be posted at a central site accessible to all personnel.

(6) Personnel limits are a topic covered during the contractor's daily safety briefings.

c. Once the personnel limits are established, the contractor has flexibility to manage team sizes to accomplish the mission provided the personnel limits are not exceeded.

8. EFFECTIVE DATES: The requirements and procedures set forth in this interim guidance are effective immediately. They will remain in effect indefinitely, unless superseded by other policy or regulation.

9. POINT OF CONTACT: If you need additional information, please contact Mr. John Sikes at 256-895-1334.



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